WUF7 PREPARATIONS FOR NATIONAL DELEGATIONS

Information on the Preparations of the
Seventh session of the World Urban Forum (WUF7)
5 - 11 April 2014 in Medellin, Colombia

UN-Habitat would like to provide information and guidelines for national delegations to facilitate their participation in WUF7. This first document has been prepared as an indicative document to better understand the Forum and to help in operational issues. More information will be provided in the next months.

Why to attend WUF7?

WUF is a unique advocacy platform to:

- Raise awareness on Sustainable Urbanization Development.
- Advance the collective knowledge on Sustainable Urbanization through inclusive open debates, exchange of experiences and best practices.
- Further coordination and cooperation within and between different constituencies towards the advancement and implementation of the Habitat Agenda.

The Urban Equity, main theme of WUF7 has become a universal concern. Income inequalities are bigger that a generation ago and more than 2/3 of the world lives in cities where inequalities increased since the 80s. Consensus to integrate equity in the development agenda is being achieved and WUF7 is the event to create new networks and partnerships to advance in the development of the equity agenda.

Post 2015 process will benefit from the discussions and WUF7 will be the starting point of the participatory process towards Habitat III.

What is the added value of attending WUF7?

Medellin is a city in transformation and well-known for the positive changes achieved in recent years. It is an opportunity for first-hand learning about this achievements and related challenges. The conference will be based on the concept of “city-lab”, allowing participants to interact with the city and its citizens. The host country is a leader in the international sustainable development agenda and the host region is the currently the most urbanized in the world.

You are in the right place at the right moment!
How National Delegations can participate at WUF7

1. Opening Ceremony
Heads of State are invited to participate as speakers at the WUF Opening Ceremony. Confirmation of their participation should be communicated well in advance to the Government of Colombia and UN-Habitat in order to prepare the session, as well as the logistics related to it.

2. Ministerial Roundtable
Ministers and Heads of Delegation will participate in the Ministerial Roundtable. There will be no slots’ allocations per country, but all of them are expected to engage in an open and interactive discussion, which constitutes one of the main sessions of the WUF7. A specific WUF7 web section will be set up to allow all countries to publish written official statements.

The Ministerial Roundtable will be followed by a Joint Plenary with the presence of Mayors, Parliamentarians and Civil Society, as well as all WUF7 participants.

3. Dialogues
Dialogues aim to be a rich and innovative discussion on the theme of the WUF7. Speakers specialized in each of the WUF7 subthemes will be invited. A balanced representation in terms of type of partner is required, as well as geographical, gender and youth inclusiveness. There are not specific slots for Heads of State and Ministers, although recommendations and suggestions are welcome in terms of potential speakers.

4. Assemblies
There are not specific slots for Heads of State and Ministers, but recommendations and suggestions are welcome in terms of potential speakers.

5. Exhibition
The WUF7 Exhibition will showcase the latest thinking and findings in urban development. Governments can book a space to exhibit their policy programmes, projects, activities, etc.

6. Networking Events
Governments are invited to apply for the organization of networking events following the established criteria. Deadline for submissions is 30 September 2013.

7. Side Events
Governments are invited to apply for the organization of side events following the established criteria. Deadline for submissions is 30 September 2013.
8. Training Events
Governments are invited to apply for the organization of training events following the established criteria.

9. Press Conferences and/or other media events
In case Governments wish to organize a Press Conference or being interviewed by WUF TV, please contact WUF Secretariat.

10. WUF7 e-debate
WUF7 e-debate will be focused on the concept note and partly of the Post 2015 Development Agenda process. All Governments are invited to participate. It will be open some months before the Forum.

11. Social Media
All Governments are invited to participate in the different WUF7 Social Media channels

12. Any innovative idea?
If you have an innovative idea about an event or a specific activity in WUF7, please, do not hesitate to communicate it to us.

How can National Delegations mobilize/promote WUF7?

13. Pre-WUF events
To engage stakeholders at the advocacy and event’s promotion level, as well as to prepare their substantive participation at the WUF 7, debates, activities and/or other events revolving around the main theme of the Forum, can be organized under the umbrella of the Pre-WUF events. Willing partners can contact the WUF Secretariat at wuf@unhabitat.org

14. Promoting WUF7 in websites or social media
WUF7 banners can be posted in any website interested to promote it. Social media are already talking about the Forum in Medellin.

15. Being connected to WUF TV during WUF7
WUF TV will be the unique way to follow the sessions and to participate in the debate

16. Celebrating the “Urban Week”
To celebrate the “Urban week” activities and events can be organized at the country level.
17. Creating a national urban campaign
National Urban Campaigns can be created to increase the awareness on sustainable urban development.

18. Starting a Urban Journalist Academia
A Urban Journalist Academia will be initiated to engage media in strengthening their capacity in the critical analysis of sustainable urbanization issues.

How to prepare the attendance of the national delegation?

19. Registration
Please, register each member of your delegations before 16 March 2014. An official notification to UN-Habitat of the members of the delegation should be sent, indicating the head of delegation. Photos of each member can be uploaded directly in the registration system.

20. Accommodation
Medellin Local Organizing Committee has set up a booking centre to facilitate the process.

21. Visas
Please, ensure that you get the visa to enter Colombia well in advance.

22. Arrival of delegations and transport from the airport
Prior notification to UN-Habitat, transport arrangements will be set up for the arrival of Ministers and Heads of Delegations. Arrivals of Heads of State will be handled in collaboration with the Government of Colombia.

23. UN-Habitat Liaison Officer
UN-Habitat will appoint one liaison officer to assist each of the Heads of Delegations participating in WUF7. Delegations will be informed, through the WUF Secretariat and the Governing Council Secretariat on the WUF7 liaison officer’s contact info by 19 March 2014. WUF7 liaison officers will be available to the delegations as of 3 April 2014. The main duty of the WUF7 liaison officer is to be the UN-Habitat contact person of the visiting delegation with regard to the logistic aspects and the official agenda. The WUF7 liaison officer will also serve as a focal point for forwarding any requests of the Head of the Delegation for the scheduling of bilateral meetings and press conferences.
24. Registration and accreditation at the venue
Online registration is on-going and will close on 16 March 2014. Accreditation with
the WUF7 photo badge will commence at the venue on 3 April 2014 (timing to be
announced) until the last day of the Forum and Participants are requested to come to
the venue with the acknowledgement email of registration and present their passport
(for international participants) or identification card (for national participants) which
was used for online registration. All arriving participants are urged to make use of this
early accreditation service in order to avoid long queues.

Walk-in delegates will be required to present an official communication containing an
authorized list of the delegation or a letter of credentials. Requests will be reviewed
and approved by WUF Secretariat and the Governing Council Secretariat.

25. Requests for meetings
For bilateral meetings among Member States at the Head of State or Government or
ministerial level, specific VIP rooms will be made available. Requests for booking
these rooms for bilateral meetings should be sent to wuf@unhabitat.org and a first
appointment will be scheduled. Final confirmation of meeting rooms will be made one
day before the requested date. To prevent double booking, only the delegations
initiating the bilateral meeting should submit the request. Reservations will be
accepted for a maximum duration of 30 minutes only. It is essential that all requests
specify the date and time of each meeting, including the name of the other delegation
participating in the bilateral meeting. Every effort will be made to keep consecutive
appointments of the same delegation in the same room.

WUF Secretariat

Feel free to contact the WUF Secretariat on questions regarding the Forum
preparations at wuf@unhabitat.org